



Read Me First!

Background:

SEVIS II interactive tutorials were first introduced at the 2012 NAFSA Conference and were used to support the presentations delivered by SEVP throughout the conference. They demonstrated SEVIS II functionality from the perspectives of a nonimmigrant, a School Official, and a Sponsor Official and were received with enthusiasm by conference participants. Not wanting to limit the interaction with SEVIS II to conference participants only, SEVP has posted them on this website. By following the instructions below, you will be able to access the tutorials and get an idea of how SEVIS II will look and feel once it is deployed.

The Software:

The tutorials have limited functionality and will only work for the tasks as they are written.

Individual screens are static (i.e. this is not a live system) and there is limited navigation you can perform outside of individual tutorials.

You do not have to populate every field on the screen – that process would be too time consuming. You may enter the information as defined by the user guides or tab through the fields and simply leave them blank.

The Data:

We would like to introduce you to Teleza Okonkwo and Marie Dupont. They are fictional nonimmigrants whose F1 and J1 activities are documented throughout the tutorials. Mock data was pre-populated to reflect the life events of Teleza and Marie so you can see the results firsthand when SEVIS II users add, update, validate, edit, and submit information on nonimmigrants. The tutorials are true to life and realistically reflect the activities of, and changes made on behalf of F, M, and J nonimmigrants.

There are also a number of modules that demonstrate for the user how to access information on their schools and programs and how to make changes to their institutional record. These modules have also been pre-populated with mock school and program information.

Before You Begin:

There are three (3) tasks you must complete **before** you can begin to use the tutorials:

Task 1: Download and install the iRise Reader Software

Task 2: Open and Save the Tutorial Files

Task 3: Open, Save, and Print the User Guides

The following tutorials are available for your use:

- **Nonimmigrant**

- Create a Customer Account
- View My FMJ Record
- View an F-2 FMJ Record

- **School Official**

- View My Home Page and the School Summary Page
- Create a Certificate of Eligibility
- Register a Specific Student
- Register a Group of Students
- Correct Reporting and Registration Information
- Authorize CPT
- Add Dependents
- Extend Program
- Shorten Program

- **Sponsor Official**

- Request Annual Allotment
- Request Program Expansion
- Correct Program Start/End Date
- Generate Annual Report
- Make Payment
- Matriculation
- Create COE
- Submit Redesignation
- Student Employment
- Update Program Information
- Update Site of Activity
- Validate
- View and Exchange Visitor Record
- View Program Summary Page

How We Got Here:

The tutorials are reflective of months of work by the SEVIS II Requirements team to document the new and/or improved functionality of SEVIS II. Through a process called “visualization”, they were able to design how information is presented on individual screens and how the underlying business processes would function and flow. A team of Subject Matter Experts (SMEs) each brought their unique perspectives to this process and include industry professionals from the fields of Program Management, Data Requirements, Information Technology, and Technical Writing and Training. Former PDSOs and ROs currently on the SEVIS II staff validated processes and ensured that the functionality required by schools and sponsors was relevant, inclusive of day-to-day tasks, accurate, and performed as required.

The Requirements team used a software named iRise to replicate SEVIS II functionality by modeling the appropriate sequence of individual screens for different processes in SEVIS II and grouping them together. A cross-section of these process flows was identified and developed into interactive tutorials.

This method of data gathering and design represents innovative technology in its approach to the development of software. Errors can be identified and resolved long before software coding even begins – saving time and money and eliminating many of the issues that often come with the release of new software.

iRise Reader Software

Download and install the iRise Reader Software to Access SEVIS II Tutorials

Introduction:

iRise Reader software provides you with the ability to try out SEVIS II long before coding even begins. You will be able to interact with simulations of SEVIS II tasks to get an idea how SEVIS II will look and feel before it is released.¹

In order to view and work through the SEVIS II tutorial, you must first install, on your computer, the required iRise Reader software. Follow the instructions to complete this task.

Windows - Minimum System Requirements:

- Operating System: Microsoft Windows operating systems
- CPU: 1GHz Pentium IV (or equivalent)
- System RAM: 512MB; 2 GB for Mac running virtual Windows (32 bit)
- Browsers: Internet Explorer 6*, 7, or 8, Firefox 3.5, Safari 4, Chrome 8
- *Internet Explorer 6 is only supported for iRise versions prior to 8.5

Mac – Minimum System Requirements:

- OS: Mac OS x 10.6 (with Java 10.6 Update 3 or later)
- CPU: Intel Processor
- System RAM: 1GB
- Hard Drive: 250MB
- Browsers: Firefox 3.5, Safari 5, Chrome 10

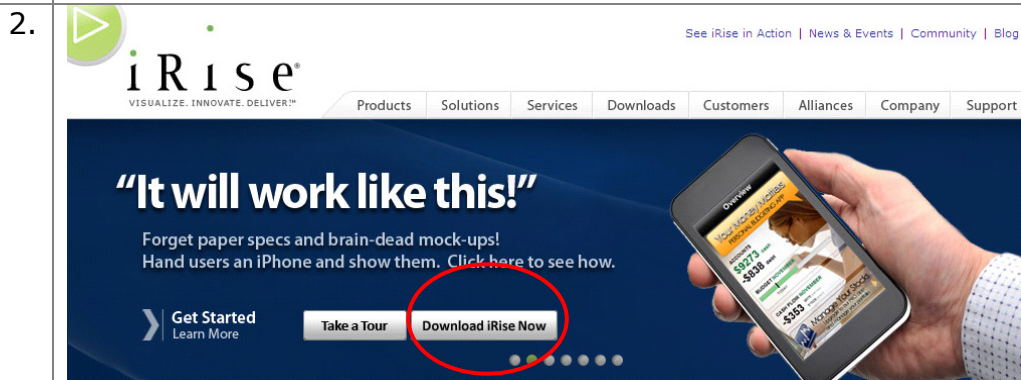
¹ Review Pages 1 and 2 entitled *Read Me First* for information about the functionality limitations of the SEVIS II preview tutorials.

Step 1 – Download and Save iRise Reader Software:

1. Click: www.iRise.com



The **iRise** Home Page opens.




Click **Download iRise Now**.

The **downloads** page opens.

3. **iRise Reader - Free**

iRise interactive documents, or iDocs, provide the people you want with the ability to test drive new software - before coding ever begins. By installing the freely distributed iDoc Reader, key stakeholders interact with simulations anywhere they can take their laptops. iDocs can be easily emailed, which means you can engage end users or even do test marketing - anytime, anywhere.

Valid email address required

Download Now 



Scroll down the page to the **iRise Reader – Free** section.

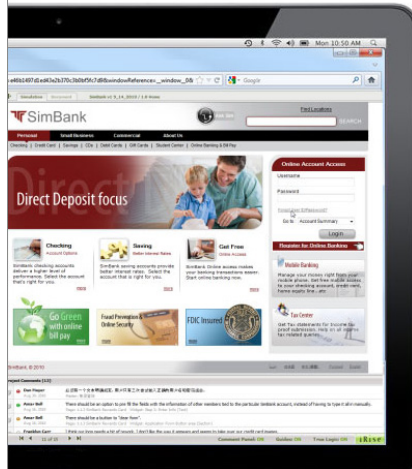
Click **Download Now**.

The **iRise Reader Registration** page opens.



Note: Confirm **before** the download that you follow any IT regulations specific to your institution.

4.



iRise Reader

Review and Comment on iRise Simulations

iRise Reader is a free product that allows anyone to interact with iRise simulations using iRise iDocs. iDocs are completely self-contained simulations that can be exported from iRise Studio and emailed to reviewers. Reader allows you to interact with the simulation, post comments, and even tie feedback to specific widgets on the page.

Download iRise Reader

First Name

Last Name

Company

Email Address*

* required field

Complete the registration information:

1. **Type** your First Name.
2. **Type** your Last Name.
3. **Type** your Company (or school) name if appropriate.
4. **Type** your Email Address – Required.

Click **Register**.

The License Agreement Opens. Click **I Accept**.

The **Download iRise Reader** window opens.

5.



iRise Reader

Review and Comment on iRise Simulations

iRise Reader is a free product that allows anyone to interact with iRise simulations using iRise iDocs. iDocs are completely self-contained simulations that can be exported from iRise Studio and emailed to reviewers. Reader allows you to interact with the simulation, post comments, and even tie feedback to specific widgets on the page.

Download iRise Reader

Select the version & platform you'd like to download.
Click here to view minimum system requirements.

v8.10.1 - Win - May 29 2012

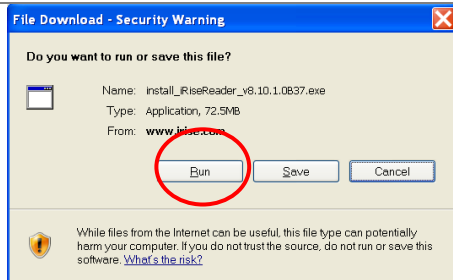


1. Select the default of **v8.10.2 –Win- Jul 10 2012** (if you are using a p.c.; if not, use the drop-down list to select an appropriate version).

2. Click the **download** button.

The **File Download - Security Warning** message appears.

6.



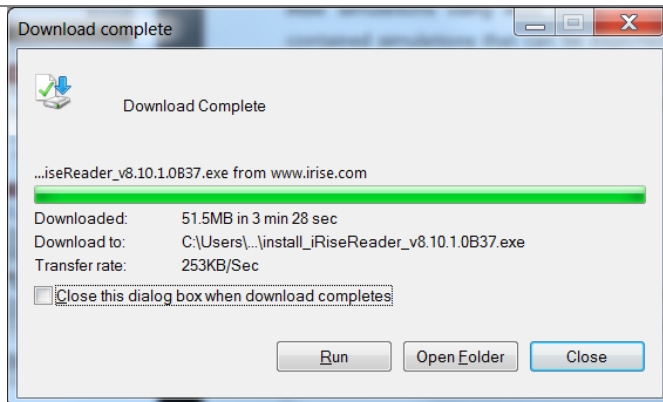
Click **Run**.

When Run is complete – you may or may not get a system message asking if it is ok to make changes to your computer. Click Ok or Yes.

7.

The download process begins and the **Download complete** message appears when the download is complete.

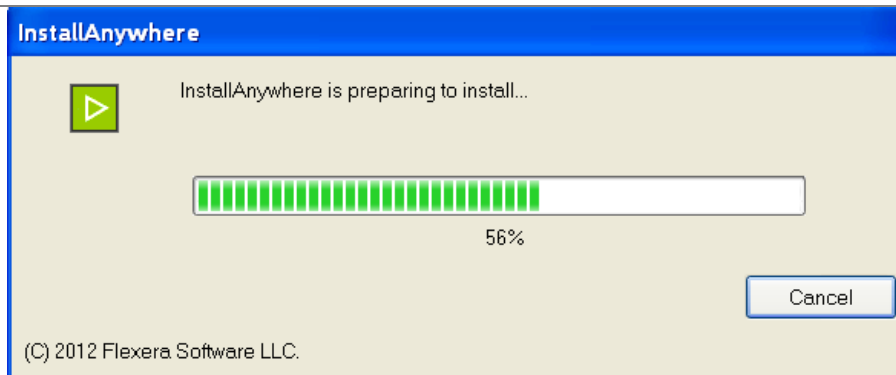
8.



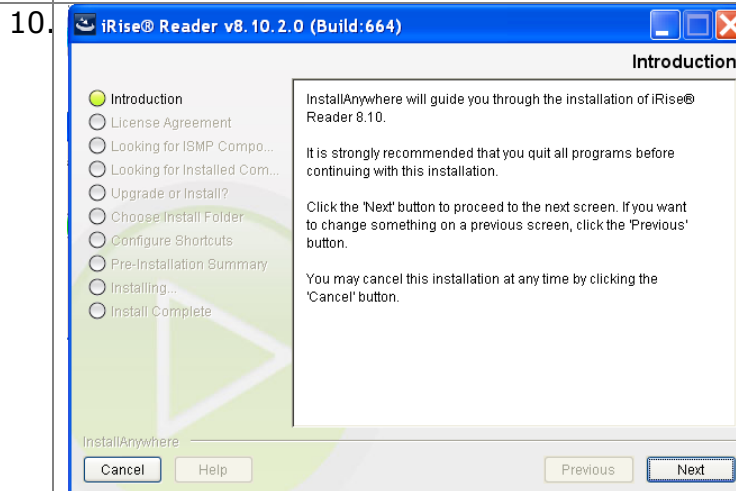
Click **Close**.

The window closes.

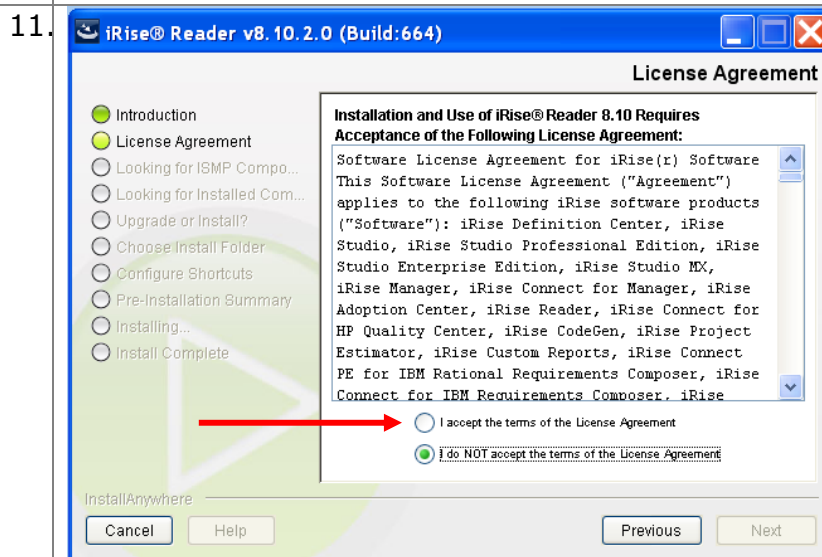
9.



InstallAnywhere starts the installation process.



Click **Next**.

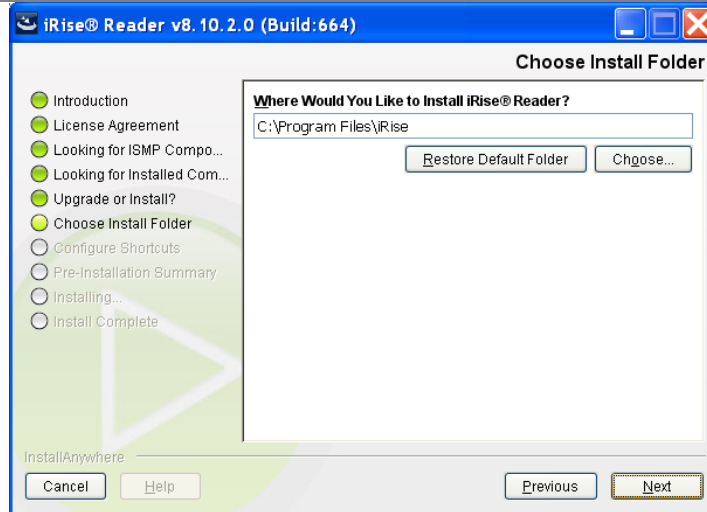


If ok with you, click **I accept the terms of the License Agreement**.

Click **Next**.

The **Choose Install Folder** page opens.

12.

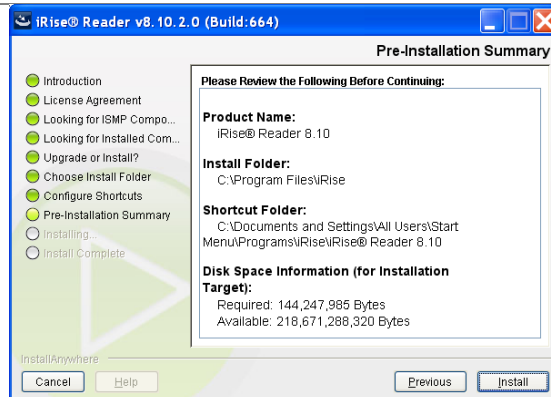


Select the folder in which to save the iRise Reader software. The default – as depicted – is a good location.

Click **Next**.

The **Pre-Installation Summary** page opens.

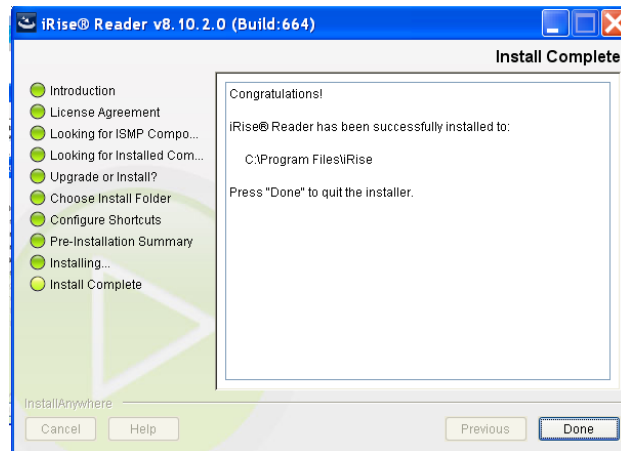
13.



Click **Install**.

The **Install Complete** page opens.



14.




Click **Done**.

15. Click the **Open and Save the Tutorial Files** link.

Step 2 – Open and Save the Tutorial Files:

1.	iRise Tutorial Files are iDoc files and are displayed with this graphic (iDoc). 
2.	Click the Open and Save the Tutorial files link.
3.	Double-click the file you want to open: 1. Nonimmigrant 2. School Official 3. Sponsor Official The file opens. Save the files to your computer.
4.	 Note: Save the tutorial files in a location where they can be easily located and retrieved. A Documents folder may be the best location to store the tutorial files. The files are saved to the designated location.
	Click the To Open, Save, and Print the User Guides link.

Step 3 – To Open, Save, and Print the User Guides:

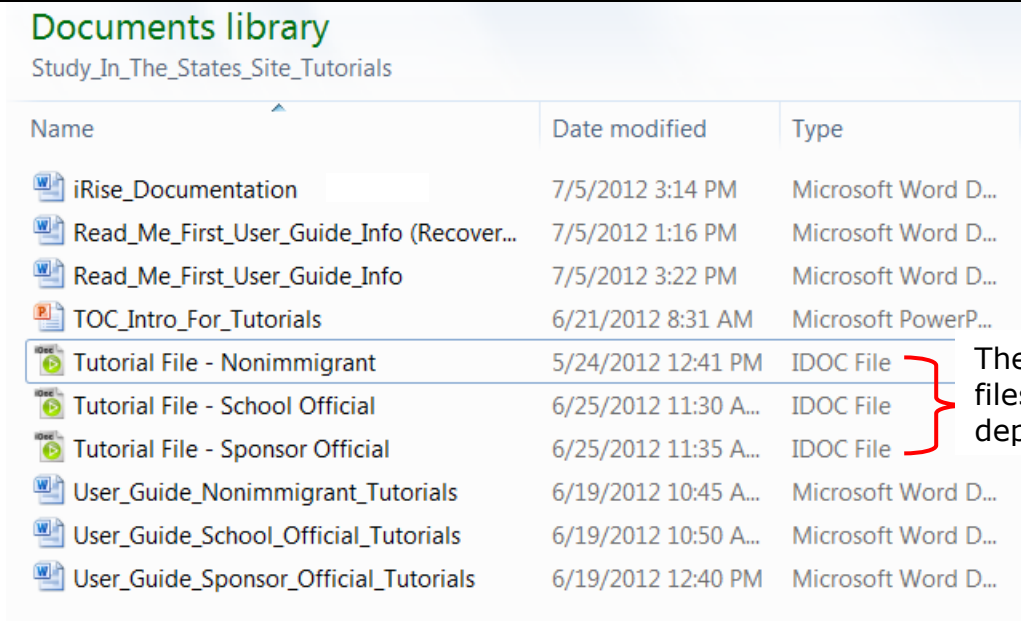
1.	Click Tutorial User Guides to open the user guides.
2.	<p>Double-click the file you want to open:</p> <ul style="list-style-type: none">1. Nonimmigrant User Guide2. School Official User Guide3. Sponsor Official User Guide <p>Save any of the files to your computer.</p> <div><p>Note: A Documents folder may be the best location to store the User Guides.</p></div>
3.	Print the file for easy reference.

You are now ready to start the process of opening the tutorials and using them interactively.

4.	Click the To Open and Interact with the Tutorials link.
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To Open and Interact with the Tutorials:

1. Double-click on the folder where you saved the tutorial files.
The folder opens and displays the contents.

2. 

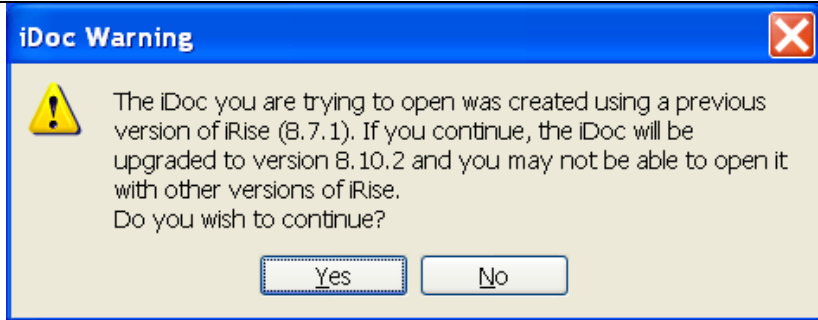
Name	Date modified	Type
iRise_Documentation	7/5/2012 3:14 PM	Microsoft Word D...
Read_Me_First_User_Guide_Info (Recover...	7/5/2012 1:16 PM	Microsoft Word D...
Read_Me_First_User_Guide_Info	7/5/2012 3:22 PM	Microsoft Word D...
TOC_Intro_For_Tutorials	6/21/2012 8:31 AM	Microsoft PowerP...
Tutorial File - Nonimmigrant	5/24/2012 12:41 PM	IDOC File
Tutorial File - School Official	6/25/2012 11:30 A...	IDOC File
Tutorial File - Sponsor Official	6/25/2012 11:35 A...	IDOC File
User_Guide_Nonimmigrant_Tutorials	6/19/2012 10:45 A...	Microsoft Word D...
User_Guide_School_Official_Tutorials	6/19/2012 10:50 A...	Microsoft Word D...
User_Guide_Sponsor_Official_Tutorials	6/19/2012 12:40 PM	Microsoft Word D...

Warning: This is not the screen you will see! This screen is for reference purposes only. Remember, you saved the files to a specific location on your computer.

Double-click on the tutorial file you want to use (click **Tutorial File - School Official** for demonstration purposes).

The iDoc Warning message displays. Continue with No. 3 below.

If the file does not open, click **Troubleshooting**.

3. 

Click **Yes**. The iRise Reader page opens.

4.



Click **Start Review**.

The **School Official Laptop Home Page** opens and all the available tasks for that tutorial display.

5.



Double-click on the link of the scenario you want to review.

- View My Home Page and the School Summary Page
- Create a Certificate of Eligibility
- Register a Specific Student
- Register a Group of Students
- Correct Reporting and Registration Information
- Authorize CPT
- Add Dependents
- Extend Program
- Shorten Program

The tutorial opens.

You can now reference the associated **User Guide** for step-by-step directions on how to complete the task(s).



Warning: There is limited software functionality associated with each tutorial. If you waiver from the User Guide directions (and start randomly clicking through pages), you may find the tutorial becomes non-functional. Click **Read Me First**.

6.

NAFSA - School Official

Simulation Document NAFSA - School Official / (StRec) School Official View - Student

Return to Launch Page

LOGOUT >

You are logged in as:
Jane Miller, IIN ****.****.3345
jmiller1234@yahoo.com [Update Email]

Quick Search: Select Search by Search Select Group/School/Sponsor: Type School/Sponsor/Group name Search

SEVIS Home My Account Managed Accounts Help & Information Submit Help Ticket Contact Us

Name: Okonkwo, Teleza - 3829.3982.6948

FMJ Status: Active - Enrolled Program Start/End: 09/01/2007 - 05/31/2011 Student ID: 329489823
Date of Birth: 12/17/1989 Current Session Ends: 05/31/2011 Legacy SEVIS ID: N0093891029... view all
Next Session Starts: School: State University - 30329

Disaster Impacted Designation - Hurricane Patricia

Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 08/04/2012 Border Commuter Student: No


Participation History

School Alerts for This Nonimmigrant I Want To...

To return to the Launch Page and access another tutorial within the School Official module, click the **Return to Launch Page** link.

The **School Official Tutorial Home Page** reopens and you can select another task to review.

7.



Welcome to SEVIS II for DSOs
Welcome to the the ICE SEVIS II Visualization. Please select an item below to begin.

To access SEVIS II as a **Nonimmigrant** or **RO/ARO**, close this window via the **X** in the upper right hand corner, and select to access SEVIS II as a different user.

[View My Home Page and the School Summary Page](#)
[Authorize CPT](#)

[Create a Certificate of Eligibility](#)
[Add Dependent](#)

[Register a Specific Student](#)
[Extend Program](#)

[Register a Group of Students](#)
[Shorten Program](#)

[Correct Reporting and Registration Information](#)

To access other tasks (Nonimmigrant or Sponsor Official (RO/ARO) close the window and access the tutorials as a different user.

Insert Screen Shot of What This Would Look when Uploaded to Study in the States:

Troubleshooting

If the tutorial you select does not open when you double-click on its name – try the following.

1. **Double-click** on the **folder** where you saved the tutorials.

The folder opens and displays the contents.

2. **Documents library**
Study_In_The_States_Site_Tutorials

Name	Date modified	Type
NAFSA - Nonimmigrant - Laptop	5/24/2012 12:41 PM	IDOC File
User_Guide_Nonimmigrant_Tutorials	6/19/2012 10:45 AM	Microsoft Word Document
User_Guide_School_Official_Tutorials	6/19/2012 10:50 AM	Microsoft Word Document
User_Guide_Sponsor_Official_Tutorials	6/19/2012 12:40 PM	Microsoft Word Document
TOC_Intro_For_Tutorials	6/21/2012 8:31 AM	Microsoft PowerPoint Pres...
NAFSA - School Official - Laptop	6/25/2012 11:30 AM	IDOC File
NAFSA - Sponsor Official	6/25/2012 11:35 AM	IDOC File
Read_Me_First_User_Guide_Info (Recovered)	7/5/2012 1:16 PM	Microsoft Word Document
Read_Me_First_User_Guide_Info	7/5/2012 3:22 PM	Microsoft Word Document
iRise_Documentation	7/9/2012 8:33 AM	Microsoft Word Document

3.

Name	Date modified	Type
iRise_Documentation	7/5/2012 3:14 PM	Microsoft Word D...
Read_Me_First_User_Guide_Info (Recover...	7/5/2012 1:16 PM	Microsoft Word D...
Read_Me_First_User_Guide_Info	7/5/2012 3:22 PM	Microsoft Word D...
TOC_Intro_For_Tutorials	6/21/2012 8:31 AM	Microsoft PowerP...
Tutorial File - Nonimmigrant	5/24/2012 12:41 PM	IDOC File

1

Open

Encrypt File with Password...

Encrypt File...

Digitally Sign File...

Encrypt and Digitally Sign File...

Open with

Scan for threats...

Restore previous versions

Send to

Cut

Copy

Create shortcut

Delete

Rename

Open file location

Properties

Adobe Acrobat 9.4

LaunchAnywhere

Choose default program...

2

3

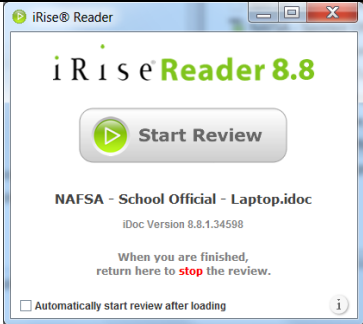
1. **Right-click on the name** of the tutorial you want to use.

2. Click **Open with**.

3. Click **LaunchAnywhere**.

(If you don't see the LaunchAnywhere name listed click **To Add LaunchAnywhere as an Open with Option**).


The iRise Reader software opens.

4. 

Click **To Open and Interact with the Tutorials – No. 3** and continue with the instructions.

To Add LaunchAnywhere as an Open with Option:






1.	Double-click on the folder where you saved the tutorials. The folder opens and displays the contents.																																	
2.	<div><div>Documents library</div><div>Study_In_The_States_Site_Tutorials</div><table><thead><tr><th>Name</th><th>Date modified</th><th>Type</th></tr></thead><tbody><tr><td> iRise_Documentation</td><td>7/5/2012 3:14 PM</td><td>Microsoft Word D...</td></tr><tr><td> Read_Me_First_User_Guide_Info (Recover...</td><td>7/5/2012 1:16 PM</td><td>Microsoft Word D...</td></tr><tr><td> Read_Me_First_User_Guide_Info</td><td>7/5/2012 3:22 PM</td><td>Microsoft Word D...</td></tr><tr><td> TOC_Intro_For_Tutorials</td><td>6/21/2012 8:31 AM</td><td>Microsoft PowerP...</td></tr><tr><td> Tutorial File - Nonimmigrant</td><td>5/24/2012 12:41 PM</td><td>IDOC File</td></tr><tr><td> Tutorial File - School Official</td><td>6/25/2012 11:30 A...</td><td>IDOC File</td></tr><tr><td> Tutorial File - Sponsor Official</td><td>6/25/2012 11:35 A...</td><td>IDOC File</td></tr><tr><td> User_Guide_Nonimmigrant_Tutorials</td><td>6/19/2012 10:45 A...</td><td>Microsoft Word D...</td></tr><tr><td> User_Guide_School_Official_Tutorials</td><td>6/19/2012 10:50 A...</td><td>Microsoft Word D...</td></tr><tr><td> User_Guide_Sponsor_Official_Tutorials</td><td>6/19/2012 12:40 PM</td><td>Microsoft Word D...</td></tr></tbody></table></div>	Name	Date modified	Type	iRise_Documentation	7/5/2012 3:14 PM	Microsoft Word D...	Read_Me_First_User_Guide_Info (Recover...	7/5/2012 1:16 PM	Microsoft Word D...	Read_Me_First_User_Guide_Info	7/5/2012 3:22 PM	Microsoft Word D...	TOC_Intro_For_Tutorials	6/21/2012 8:31 AM	Microsoft PowerP...	Tutorial File - Nonimmigrant	5/24/2012 12:41 PM	IDOC File	Tutorial File - School Official	6/25/2012 11:30 A...	IDOC File	Tutorial File - Sponsor Official	6/25/2012 11:35 A...	IDOC File	User_Guide_Nonimmigrant_Tutorials	6/19/2012 10:45 A...	Microsoft Word D...	User_Guide_School_Official_Tutorials	6/19/2012 10:50 A...	Microsoft Word D...	User_Guide_Sponsor_Official_Tutorials	6/19/2012 12:40 PM	Microsoft Word D...
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User_Guide_Sponsor_Official_Tutorials	6/19/2012 12:40 PM	Microsoft Word D...																																
3.	LaunchAnywhere is the only program that can open tutorial files. It must be listed on the Open with message page and available for use in order for you to open the software.																																	



LaunchAnywhere

Flexera Software

4.

Name	Date modified	Type
 iRise_Documentation	7/5/2012 3:14 PM	Microsoft Word D...
 Read_Me_First_User_Guide_Info (Recover...	7/5/2012 1:16 PM	Microsoft Word D...
 Read_Me_First_User_Guide_Info	7/5/2012 3:22 PM	Microsoft Word D...
 TOC_Intro_For_Tutorials	6/21/2012 8:31 AM	Microsoft PowerP...
 Tutorial File - Nonimmigrant	5/24/2012 12:41 PM	IDOC File

1

Open

Encrypt File with Password...

Encrypt File...

Digitally Sign File...

Encrypt and Digitally Sign File...

Open with 2

Scan for threats...

Restore previous versions

Send to

Cut

Copy

Create shortcut

Delete


Rename

Open file location

Properties

3

Choose default program



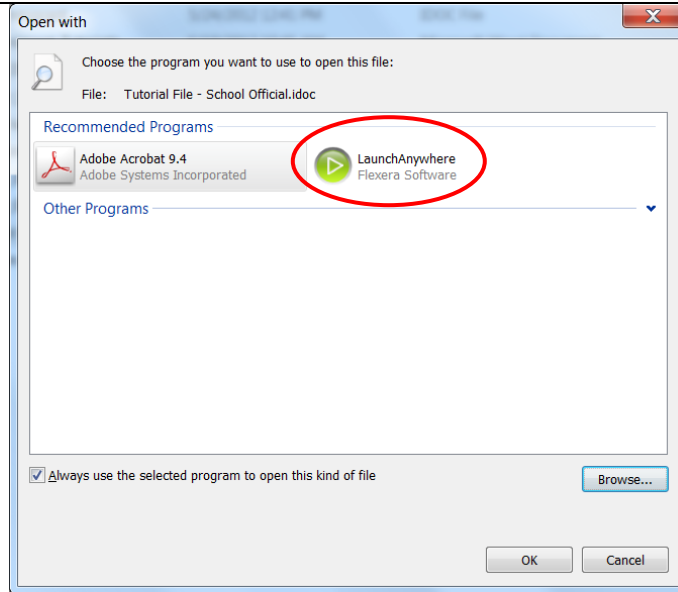
Note:

LaunchAnywhere is not on the list – you will have to install it.

1. **Right-click on the name** of the tutorial you want to use.
2. Click **Open with**.
3. Click **Choose default program**.

The **Open with** page opens.

5.



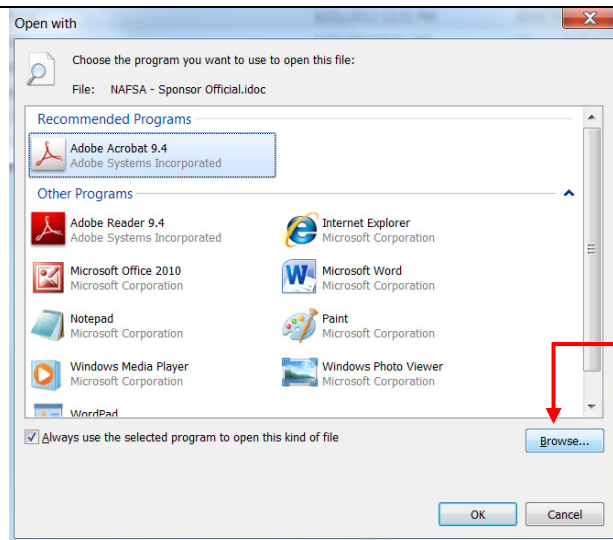
Click **LaunchAnywhere**.

Click **OK**.

Click **To Open and Interact with the Tutorials**.

If LaunchAnywhere is not listed as a Recommended Program see No. 6 below.

6.



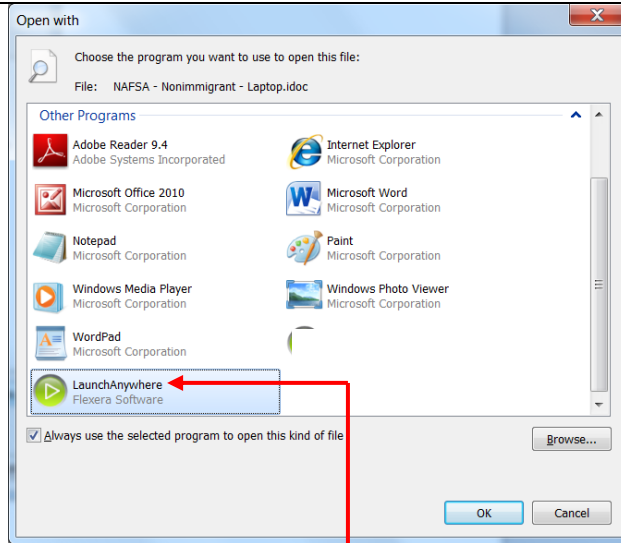
The LaunchAnywhere software is required to open the tutorial files, and it is not listed on the page indicating it is not active and available for use.

Click **Browse** to start the installation process.

Click the following sequence to install LaunchAnywhere.

Browse/ Program Files/ iRise / Reader / iRise Reader

7.



LaunchAnywhere is activated and you can now start to use the tutorials.

Click **To Open and Use the Tutorials**.

The LaunchAnywhere program is now listed on the Open with list.

8.

Name	Date modified	Type
iRise_Documentation	7/5/2012 3:14 PM	Microsoft Word D...
Read_Me_First_User_Guide_Info (Recover...	7/5/2012 1:16 PM	Microsoft Word D...
Read_Me_First_User_Guide_Info	7/5/2012 3:22 PM	Microsoft Word D...
TOC_Intro_For_Tutorials	6/21/2012 8:31 AM	Microsoft PowerP...
Tutorial File - Nonimmigrant	5/24/2012 12:41 PM	IDOC File
Tutorial File - Nonimmigrant		
Tutorial File - Nonimmigrant		
User_Guide_Info		
User_Guide_Info		
User_Guide_Info		

Open

Encrypt File with Password...

Encrypt File...

Digitally Sign File...

Encrypt and Digitally Sign File...

Open with

Adobe Acrobat 9.4

LaunchAnywhere

Choose default program...

Scan for threats...

Restore previous versions

Send to

Cut

Copy

Create shortcut

Delete

Rename

Open file location

Properties